



# Interoffice Memo

DATE: May 29, 2018  
FROM: SCOTT LANDEN, Lieutenant  
Project Manager/CAL-ID  
TO: ROBERT O'BRINE  
Sheriff's Bureau of Administration

PHONE: [REDACTED]  
FAX: [REDACTED]  
FAX: [REDACTED]

SUBJECT: **REQUEST FOR PURCHASES IN SAP**

PERSON BUREAU OF ADMINISTRATION SHOULD CONTACT WITH QUESTIONS OR ADDITIONAL INFORMATION

NAME: Jessyca Cantu PHONE: [REDACTED]

ITEM AND QUANTITY REQUESTED:

**(10)- Watson Mini Fingerprint Readers**

JUSTIFICATION FOR ITEM REQUESTED:

**Fingerprint readers for Riverside and San Bernardino County Detention Centers- Intake and Release.**

SAP Vendor Code: **10008854** SAP G/L Code: **52002116** SAP Center Code: **7080008836**

THREE BIDS ARE **REQUIRED** FOR ALL REQUESTS OVER \$500. ANY REQUEST OVER \$500 THAT **DOES NOT INCLUDE** THREE BIDS WILL BE RETURNED WITH NO ACTION TAKEN TO THE STATION/DIVISION.

*\*Exception: Using Sole Source Vendor. (Please see below.)*

BIDS: PREFERRED VENDOR SHOULD BE LISTED ON LINE #1 BELOW.

		UNIT PRICE	OVERALL COST INCLUDING TAX
#1	<u>DataWorks Plus</u>	\$ <u>3400.00</u>	\$ <u>3680.50</u>
#2	<u>ib Integrated Biometrics</u>	\$ <u>3650.00</u>	\$ <u>3796.00</u>
#3	<u>Unitek</u>	\$ <u>No Bid</u>	\$ <u>No Bid</u>

IF YOU ARE USING A SOLE SOURCE VENDOR, YOU MUST JUSTIFY THE REASON FOR DOING SO (i.e., only vendor providing this item or service; only vendor providing needed specs – INCLUDE NAME OF OTHER VENDOR(S) CONSULTED). If your justification does not fall within these boundaries, you must provide three (3) bids. Please keep your bids on file for Purchasing Department scrutiny.

\*JUSTIFICATION FOR SINGLE SOURCE VENDOR (REQUIRED FOR SOLE SOURCE PURCHASE):

SCOTT LANDEN  
COMMANDER'S SIGNATURE & NAME (or AUTHORIZING SIGNATURE & NAME)

05/29/2018  
DATE

\_\_\_\_\_  
BUREAU OF ADMINISTRATION SIGNATURE

\_\_\_\_\_  
DATE

SUBMIT THIS REQUEST TO THE BUREAU OF ADMINISTRATION FOR APPROVAL AND FURTHER PROCESSING. YOU WILL BE NOTIFIED OF THE DISPOSITION OF THIS REQUEST.